

**Greenville Transit Authority**  
Board of Director's Meeting

County Square – Bauer Conference Room H

March 22, 2010 – 12:00 p.m.

**Board Members in Attendance:**

Mr. John Boyd, Mr. Matt Carter (Chairman), Mr. Trey Fouché, Mr. David Mitchell (Asst. Chairman), Mr. Kenneth Swain (Treasurer) and Mr. Jan Williams

**Absent Board Member(s):**

Mr. Al Gray

**Staff in Attendance:**

Greg Baney (Transit Planner/Grants Manager), Lorrie Brown (Admin. Assistant), Carl Jackson (Public Transportation Director) and Shelia Schmitt (Transit GM)

**Others in Attendance:**

Sid Cates (County Council), Karen Crawford (City of Greenville), Dean Oang (Neal Prince Architects), Warren Rowe (City of Greenville), Gaye Sprague (City Council)

**Meeting Called to Order at 12:06 p.m.**

**Quorum Established**

**Welcome and Introductions** - Mr. John Boyd was introduced by Mr. Matt Carter as the new City appointed GTA Board Member. Mr. Matt Carter will contact Mr. Boyd regarding assignment to the Finance Committee.

**Public Comments** - None

**Approval of February 22, 2010 Minutes**

**Corrections:**

Line 87 – Relation should be "relocation"

Line 162 – Insert the word "GTA" before the word enter and then add an "s" to the end of the word enter

Line 164 – Change May to "March"

Line 91 - Tabled until Finance Committee approves

**A motion to approve the February Minutes pending corrections was made by Mr. Jan Williams and was seconded by Mr. Trey Fouché. No opposers. The motion passes unanimously.**

**Committee Reports**

**The Development Committee Report for the March 15th meeting was given by Mr. David Mitchell.**

- The Committee received an update on the former Hitachi building that was being considered as a new site for several City departments and GTA. Mr. Mitchell asked that the Board be notified immediately of any items that affect GTA.
- The Management report was given by Mr. Carl Jackson. Mr. Jackson reported that 15 new shelters have been installed.
- Requests for three (3) new bus shelters were discussed:
  - Request #1:** County Council Member, Xanthene Norris, requested a bus shelter on Worley Rd. on behalf of the senior citizens in this area that ride the bus. Mr. Jackson will contact Ms. Norris regarding her request.
  - Request #2:** Leadership Greenville is doing a project with the Sterling community. Helen Sanders with Leadership Greenville would like to give a presentation to the Development Committee regarding putting in a bus shelter that would coincide with the revitalization efforts of the Sterling community and Leadership Greenville.
  - Request #3:** Carl Jackson will contact City Councilman, David Suddeth, regarding a request for a bus stop on the back side of St. Francis on Dunbar Street.
- **Bus Shelter Installations** - Warren Rowe stated that they are running out of bus shelters; the initial shelter bid was for 25 bus shelters. The initial agreement with the County was that they would furnish slabs for 15 shelters located

in the County. Carl Jackson asked County Councilman, Dr. Sid Cates, what preparation is needed to request additional assistance in terms of manpower, etc. to install additional shelters in the County. Dr. Cates stated that he would contact County Administrator, Joe Kernell, regarding what GTA needs to do to get assistance from the County for the new shelters that will need to be installed in the County.

- Transfer Center Renovation – The electrical contract has been approved and is being routed for signatures. We are waiting on the City Attorney to review the interior sign contract.
- Greenville Tech. (NW Campus) Meeting on 3/1/10 – The meeting went well. The agreement is that we will put together an implementation program dependent upon Greenville Tech. sending us a timeline report. No cost will be incurred to GTA. All changes must be communicated to customers.
- Bus Replacements – This item was put back on the project report due to there being two phases. Phase 1 involves the two buses that are due in around May of this year. Mike Horne and Shelia Schmitt will probably travel to California to do a site tour to ensure that specs are being met. We should have the seven (7) additional buses by June 2011; this is phase 2.

Two new Requests for Board Action were submitted to the Development Committee:

- Change Order Submitted to the Development Committee for the Elimination of Transfers for Non Profits – The request was submitted by Shelia Schmitt, Transit GM; she stated that 75% of the drivers are not charging riders who receive tickets from non profit agencies. She stated that this area was not clarified in current fare policy. We collect approximately 200 tickets per day from persons who receive them from non profit agencies. Mr. Carter stated we need to determine if agencies are true non profit agencies. This section needs to be added to the fare policy.

**The recommendation from the Development Committee is to eliminate transfers for non profit organizations per staff's request. Some drivers have been charging riders who receive transfers from non-profit agencies and some were not charging for transfers. This should be written into the procedures. Since this is a recommendation from the Development Committee, a second is not required. No opposers. The recommendation carries.**

- Change Order to Neal Prince Contract submitted to the Development Committee - The current proposal is to increase the Neal Prince contract amount by \$42,340.00 to cover phase two, and \$70,000.00 to cover the costs of planning associated with phase three. The total increase is \$112,340.00. After discussion of the Neal Prince Change Order, **the Development Committee tabled** the Neal Prince Change Order and recommended that it be sent to the Finance Committee for approval, since this change order will affect the finances of GTA.
- Parking Spaces at 106 Augusta Street (Vacant GTA Owned Building/Lot) – The City Parking GM requested a board action to enter into an agreement between GTA and the City. Parking on the west end, since development, is becoming a big issue. People are bypassing the City parking lot and parking for free in the 106 Augusta St. lot. It was suggested that a board action be brought to the Development and Finance committees regarding installation of a pay box. There are approximately 40 spaces to be utilized. During the day, this lot could be used for event parking and overflow during games held at the baseball stadium. This should be formalized into a board action for the Development Committee. The agreement could be short or long term. The revenue split will need to be determined; propose charging for weekdays and special events. Mr. Carter stated that we tried to turn the 106 Augusta St. facility into a parking lot but we were told we could not get FTA approval. Documentation must be obtained from the FTA prior to entering into an agreement.
- The GM Report was reviewed – Ridership and revenue rose slightly. Ms. Schmitt stated that there are more road calls and a 3 to 5 switch count (this is when buses are switched out while in route). There are several calls where a mechanic can come to the bus and do the repair. A lot of the switches were due to the air bag or lost pressure. Ms Schmitt has informed Mike Horne of problems they are experiencing. If a bus is involved in an accident, it is switched out. A new Maintenance Superintendent has been hired; Gordon King will return on a consultant basis.
- Public Information – Mr. Trey Fouché did a presentation to the Sierra Club and the Rotary Club East.

The Finance Committee Report for the March 17<sup>th</sup> meeting was given by Mr. Ken Swain.

- An appraisal was completed for the 106 and 154 Augusta St. properties. According to the FTA, we followed procedure. We will need to review the appraisal if we proceed.
- The Cost Allocation has not changed. An Indirect Cost Rate Workshop was proposed.

- Karen Crawford will continue to insure supervisors are charging overtime to the correct city department. The FTA does not allow overtime as part of the match. Overtime has gone down.
- The Tiger Grant was not awarded to GTA.
- We have applied for 5309 funds to install video cameras on the buses.
- GTA is the grantee for JARC / New Freedom.
- Money is being wired back to the FTA as instructed by the FTA for the insurance check GTA received for the burned bus (80% being wired back).
- Karen Crawford, City Interim Comptroller, reviewed the financial statistics and invoices.

**The Finance Committee's recommendation to the full Board is to pay invoices (copies in package) in the amount of \$235,446.95. Since this is a recommendation from the Finance Committee, a second not required. No opposers. The motion carries.**

Two Additional Invoices were submitted for approval after the Finance Committee met (Both will be approved in the same motion):

**Mr. Ken Swain made a motion to approve the Piedmont Natural Gas invoice in the amount of \$551.50 for emergency generator for the Transfer Center and a SC Insurance Reserve Fund invoice in the amount of \$19.32 to add two (2) bus shelters to liability. The motion was seconded by Mr. Jan Williams. No opposers. The motion carries.**

- Fuel prices are increasing again.
- An ARRA review has been scheduled. The review will occur in July.
- A Change order request was presented for Neal Prince Architects.

The Management report was given by Carl Jackson. The report is enclosed in the board package.

- The Transit Vision and Master Plan – A meeting was held on March 18<sup>th</sup>. Approximately 50 persons attended the meeting. URS went over the technical aspects. There was some discussion regarding bicycles and adding service. Surveys were collected that will be incorporated into the final document of the master plan. City Council will hold a workshop on April 5<sup>th</sup>, and a master plan update is on the agenda. An update will also be given to County Council regarding the Master Plan. At least one GTA staff or board member should attend the meetings. Dr. Sid Cates stated he did not see many updates at the March 18<sup>th</sup> meeting. He felt that the group discussions at the Master Plan Steering Committee meetings were more valuable than the presentation. Carl Jackson stated that the goal is to see what the public says it needs and then to find a way to meet their needs. Mr. Carter stated that he would have preferred more time spent in focus groups and that other locations should be explored for future meetings such as a community center. A suggestion was made to possibly meet in Simpsonville. Changing the meeting time should also be explored, since the intent is to pull in people who have a choice of whether or not to ride transit. It was suggested that the Steering Committee be asked for input. Carl Jackson will contact URS regarding the comments made at today's board meeting.
- Indirect Cost Rate Workshop - The workshop will be scheduled some time in early April. Lorrie Brown will poll the board members regarding their availability. Mr. Carter asked that an agenda be prepared. Following the workshop, there may be a possible trip to the FTA Region 4 office regarding their understanding of ICR; we need to insure that the Board is on the same page regarding ICR. Mr. Matt Carter offered the use of the Prudential C. Dan Joyner conference room for the ICR Workshop.
- Mr. Jackson reminded the Board of the Speaker's Bureau. All board members are invited to make presentations. Canned presentations are available to all board members.
- Mr. Carl Jackson is putting together an orientation for John Boyd where he can spend time with GTA staff.

Request for Board Action to Approve Ordering 25 new Bus Shelters. The Board approved moving forward with a larger procurement of 200 shelters at a previous board meeting. Shelters have not been committed. Mr. David Mitchell inquired about whether recent requests for bus shelters could come from the 25 new shelters that are being considered for purchase and was told by Warren Rowe that they make allowances for a couple of shelter requests. Mr. Rowe stated that it will take several weeks for shelters to arrive; the shelters can be installed by September 2010.



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